Entering a Member’s Weigh-In Data

Introduction
This guide provides the procedures for a Personnel and Administration (P&A) office or Command User to enter a member’s Weigh-In data in Direct Access (DA).

References
(a) Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series)
(b) Coast Guard Body Composition Screening Desk Guide, CG-1331
(c) CG-13 Coast Guard Body Composition Program
(d) ACN 113/19 Medical Screening for Body Composition Compliance Procedures (extended through 30 Nov 2020)
(e) ACN 033/20 Update to the Coast Guard Weight and Body Fat Standards Program (extended through 30 Nov 2020)
(f) Video: Body Composition Pilot and AC Overview

IMPORTANT:
DA Remarks Requirements
The remarks section of the Weigh-In Data page must contain the following data elements. These data elements must be entered in the order specified, use the specific alpha numeric code shown below, and be separated by a slash (/):

(a) Reason for screening:
   1) Semi-annual (SA)
   2) Accession (AS)
   3) Advancement (AV)
   4) CO/OIC Directed (CO)
   5) Expiration of Abeyance (EA)
   6) PCS Transfer (PC)
   7) Probation (PR)
   8) Reserve Orders to Active Duty (RO)
   9) TDY/TAD Orders (TD)
  10) Training ‘A’ School (TA)
  11) Training Other (TR)
  12) Other (OT)

(b) Compliance with MAW: Y or N
(c) Compliance with Max Body Fat: Y, N, or NA (not taken)
(d) Abdominal Circumference (AC) in inches. If AC measurement was not taken, enter 0.0
(e) Compliance with AC measurement: Y, N, or NA (not taken)
(f) Abeyance Status: Y, N, NA (not taken), or P (pending)
(g) Medically Cleared to PT: Y, N, NA (not needed), P (pending)
(h) PT Results: Y, N, NA (not needed), P (pending), or D (declined)
(i) Overall Compliance: Y, N, or P (pending)
(j) Probation: Y, N, NA

Continued on next page
Entering a Member's Weigh-In Data, Continued

**IMPORTANT: DA Remarks Requirements, continued**

**Examples:**

1) A male member on a semi-annual body composition screening who is 5’9” and weighs 197 lbs., has a body fat percentage of 28%, an AC of 40 inches, and does not have an abeyance, is cleared for PT, and passes the Boat Crew PFT would have the following remarks string: **SA/N/N/40/N/Y/Y/Y/NA**.

2) A female member with orders to resident training at a class ‘A’ school who is 5’6” and weighs 145 lbs., would have the following remarks string: **TA/Y/NA/0.0/NA/NA/NA/NA/Y/NA**.

**Top Five Common Remarks Strings**

The following remarks strings have been created to allow the user to copy and paste the applicable remarks string into DA and enter the AC inches when appropriate:

**Max Weight within MAW at Semi-annual Weigh-In:**
**SA/Y/NA/0.0/NA/NA/NA/NA/Y/N**

**Above Max Weight and within AC and CV at Semi-annual Weigh-In (AC inches measurement replaces “##”):**
**SA/N/Y/##/Y/NA/NA/NA/Y/N**

**Above Max Weight, within CV but did not meet AC at Semi-annual Weigh-In (AC inches measurement replaces “##”):**
**SA/N/Y/##/N/NA/NA/NA/Y/N**

**Above Max Weight, above CV but within AC at Semi-annual Weigh-In (AC inches measurement replaces “##”):**
**SA/N/N/##/Y/NA/NA/NA/Y/N**

**Pending Status - member is not within MAW and did not pass taping methods (AC inches measurement replaces “##”):**
**SA/N/N/##/P/P/P/P/NA**

**NOTE:** See the Direct Access Data Entry Procedures for the Body Composition Pilot Program worksheet located at the end of this guide for more information on the remarks strings.

**Body Composition Pilot Program Record of Screening Form**

The Record of Body Composition Screening form shall be completed for each member. Click the link or print the form located at the end of this guide: **Record of Body Composition Screening form**.

The Body Composition Pilot Program Record of Screening form is also located on the CG-13’s Body Composition Program webpage.

Continued on next page
Entering a Member's Weigh-In Data, Continued

Timing

Physical characteristics should be entered upon accession, semi-annually when the member is weighed, and within 30 days prior to the class convening date when the member is ordered to resident training. The member’s weigh-in data must be updated if the member exceeds the maximum allowable weight (MAW) standards. **NOTE:** If a member has not conducted a height measurement during their current tour, one **must** be completed during the April weigh-in.

All data, regardless of a member’s compliance or non-compliance with weight standards, and irrespective of the scheduling or completion of any medical referrals, shall be recorded in DA within 10 days after the end of each weigh-in period.

Procedures

See below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select <strong>Person Profiles</strong> from the Core HR pagelet.</td>
</tr>
<tr>
<td>2</td>
<td>Enter the member’s <strong>Empl ID</strong> and click <strong>Search</strong>. The Correct History box is checked by default.</td>
</tr>
</tbody>
</table>

### Person Profiles

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search Criteria**

- **Empl ID**: begins with **1234567**
- **Profile Type**
- **Name**
- **Last Name**
- **Alternate Character Name**

- **Include History**
- **Correct History**
- **Case Sensitive**

**Search** | **Clear**

---

*Continued on next page*
Entering a Member’s Weigh-In Data, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>The member’s Person Profile page will display. Select the Mobility tab.</td>
</tr>
</tbody>
</table>

The member’s Person Profile page will display. Select the Mobility tab.

- ID: EPMEE7
  - Competency: EPME E7 ERATS
  - Effective Date: 01/16/2020
  - Evaluation Type: Approved/Official
  - Proficiency: Good

- ID: PAO
  - Competency: Payment Approving Official
  - Effective Date: 04/07/2015
  - Evaluation Type: Approved/Official
  - Proficiency: Good

- ID: YNC
  - Competency: YNC ERATS
  - Effective Date: 01/10/2020
  - Evaluation Type: Approved/Official
  - Proficiency: Good

- ID: YNI.1
  - Competency: Legal Technician
  - Effective Date: 08/19/2011
  - Evaluation Type: Approved/Official
  - Proficiency: Good

Continued on next page
Entering a Member’s Weigh-In Data, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 4    | The Mobility tab will display. There are two ways to enter a member’s weigh-in data:  
1) Select **Member Weigh-In Data** and continue with Step 5, or  
2) Select **Add New Weigh-In Information** and skip to Step 7. |
### Entering a Member's Weigh-In Data, Continued

#### Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>By selecting <strong>Member Weigh-In Data</strong>, the member’s current weigh-in data will display. Click the (+) button to add a new row.</td>
</tr>
</tbody>
</table>

![Member Weigh-In Data form]

---

*Continued on next page*
A new row will display, carrying over much of the information from the previous row. To continue, skip to Step 8.

Details

- **Weigh-In Date**: 07/14/2020
- **Content Item ID**: WEIGHIN
- ***Eff Status**: Active
- **Weigh In Reason**: 
- **Weigh In Status**: 
- **Height in Inches**: 64
- **Max Allowable Weight**: 160.00
- **Neck Size in Inches**: 13.5
- **Body Fat %**: 42
- **Waist Size in Inches**: 34
- **Hip Size Inches (Women only)**: 45
- **Circumference Value**: 65.5
- **AC Value**: 
- **Weight in Pounds**: 182
- **Medical Screening**: 
- **Weight Over**: 22.00
- **Physical Fitness Test**: 
- **Max Allowable Body Fat %**: 34
- **Abeyance**: 
- **Overweight?**: 
- **Compliant**: 
- **Height Retaken?**: 
- **Remarks**: SA/N/N/35.5/Y/NA/NA/NA/Y/N

228 characters remaining

**Continued on next page**
**Entering a Member’s Weigh-In Data, Continued**

**Procedures, continued**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>By selecting <strong>Add New Weigh-In Information</strong>, a new row is automatically generated. Continue to Step 8.</td>
</tr>
</tbody>
</table>

![Image of a form with details for a weigh-in, including fields for weight, height, and other measurements.](image_url)
## Entering a Member's Weigh-In Data, Continued

### Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>The Weigh-In Date will default to the current date. Update the <strong>Weigh-In Date</strong> as appropriate. Using the <strong>Content Item ID</strong> lookup, select <strong>WEIGHIN</strong> and ensure the <strong>Eff Status</strong> indicates <strong>Active</strong>.</td>
</tr>
</tbody>
</table>

![Member Weigh-In Data](image)

*continued on next page*
Entering a Member’s Weigh-In Data, Continued

**Procedures, continued**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Using the lookup, select the appropriate <strong>Weigh-In Reason</strong>.</td>
</tr>
</tbody>
</table>

### Look Up Weigh-In Reason

- **Code**: begins with
- **Description**: begins with

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMND</td>
<td>Command Directed</td>
</tr>
<tr>
<td>OTHER</td>
<td>Other</td>
</tr>
<tr>
<td>PCS</td>
<td>PCS/TSY</td>
</tr>
<tr>
<td>PROB</td>
<td>Probation</td>
</tr>
<tr>
<td>SEMI</td>
<td>Semi-annual</td>
</tr>
</tbody>
</table>

**Note**: Continued on next page
### Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>10</strong></td>
<td>Using the lookup, select the appropriate <strong>Weigh-In Status</strong>.</td>
</tr>
</tbody>
</table>

Using the lookup, select the appropriate **Weigh-In Status**.

- **Weigh-In Date**: 04/30/2020
- **Contract Item ID**: WEIGH
- **Eff Status**: Active
- **Weigh-In Reason**: SEMI
- **Weigh-In Status**: AD

**Look Up Weigh-In Status**

- **Code**: AD
- **Description**: Active Duty

**Search Results**

- **View 100**

**Code** | **Description**
---|---
AD | Active Duty
RSV | Reservists

Continued on next page
Entering a Member's Weigh-In Data, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Enter the following information as required by reference (a) and reference (b):</td>
</tr>
<tr>
<td></td>
<td>• <strong>Height In Inches</strong> – Enter the member’s height to the <strong>nearest whole inch</strong>. (For example, 65.3 would be recorded as 65 inches; 67.6 would be recorded as 68 inches.)</td>
</tr>
<tr>
<td></td>
<td>• <strong>Max Allowable Weight</strong> (MAW) – Enter the member’s maximum allowable weight per reference (a).</td>
</tr>
<tr>
<td></td>
<td>• <strong>Neck Size in Inches</strong> – Using the lookup, select the appropriate neck measurement. (Remember: Neck size is always rounded <strong>up</strong> to the <strong>nearest half-inch</strong>. For example, 14.2 would be recorded as 14.5 inches; 15.5 would be recorded as 16.)</td>
</tr>
<tr>
<td></td>
<td>• <strong>Body Fat %</strong> – Using the charts provided in reference (a), enter the member’s body fat percentage.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Waist Size in Inches</strong> – Using the lookup, select the appropriate measurement. (Remember: Waist is always rounded <strong>down</strong> to the <strong>nearest half inch</strong>. For example, 32.3 would be recorded as 32 inches; 34.6 would be recorded as 34.5 inches.)</td>
</tr>
<tr>
<td></td>
<td>• <strong>Hip Size Inches (Women only)</strong> – Using the lookup, select the appropriate measurement. (Remember: Hip measurements are always rounded <strong>down</strong> to the <strong>nearest half inch</strong>. For example, 38.1 would be recorded as 38 inches; 38.7 would be recorded as 38.5 inches.)</td>
</tr>
</tbody>
</table>

Continued on next page
Entering a Member’s Weigh-In Data, Continued

*Procedures, continued*

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>If the member has <strong>exceeded</strong> their MAW, enter the <strong>Circumference Value (CV)</strong> and/or the <strong>Abdominal Circumference (AC) Value</strong> in inches, rounded <strong>down</strong> to the nearest half-inch.</td>
</tr>
</tbody>
</table>

Circumference values are calculated from the formulas below and compared with the member’s height to determine estimated body fat percentage (see the charts provided in enclosure 2 of **reference (a)** to determine body fat %).

- **Male CV** = Abdomen circumference – Neck circumference (in inches)
- **Female CV** = Waist circumference + Buttocks circumference – Neck circumference (in inches)

For guidance on how to measure the **Abdominal Circumference**, see the **Video on the Body Composition Pilot Program and AC Overview** found on CG-13’s webpage.

<table>
<thead>
<tr>
<th>Circumference Value</th>
<th>AC Value</th>
</tr>
</thead>
</table>

*Continued on next page*
Entering a Member’s Weigh-In Data, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 13   | Enter the following information as required by reference (a) and reference (b):

- **Weight in Pounds** – Enter the member’s weight to the nearest whole pound (i.e. 215.4 = 215; 215.7 = 216).
- **Medical Screening** – Defaults to NA (Not Applicable). If applicable, use the lookup to select the appropriate entry.
- **Weight Over** – If the member is over the MAW, enter the number of pounds over their MAW.
- **Physical Fitness Test** – Defaults to NA (Not Applicable). If applicable, use the lookup to select the appropriate entry.
- **Max Allowable Body Fat %** – Enter the member’s maximum allowable body fat % per reference (a).
- **Abeyance** – Defaults to NA (Not Applicable). If applicable, use the lookup to select the appropriate entry.
- **Overweight?** – Check this box if the member exceeds their MAW and Max Body Fat %.
- **Compliant** – Use the lookup to select the appropriate entry.
- **Height Retaken?** – Check this box if the member’s height was retaken for this weigh-in.

<table>
<thead>
<tr>
<th>Weight in Pounds</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Screening</td>
<td>NA</td>
</tr>
<tr>
<td>Weight Over</td>
<td>NA</td>
</tr>
<tr>
<td>Physical Fitness Test</td>
<td>NA</td>
</tr>
<tr>
<td>Max Allowable Body Fat %</td>
<td>NA</td>
</tr>
<tr>
<td>Abeyance</td>
<td>NA</td>
</tr>
<tr>
<td>Overweight?</td>
<td></td>
</tr>
<tr>
<td>Compliant</td>
<td></td>
</tr>
<tr>
<td>Height Retaken?</td>
<td></td>
</tr>
</tbody>
</table>

Continued on next page
Entering a Member’s Weigh-In Data, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 14   | In the Remarks field, enter the remarks string (see IMPORTANT: DA Remarks Requirements for examples or use the default strings provided in the Top Five Common Remarks Strings located at the beginning of this guide). The remarks section of the Weigh-In Data page must contain the following data elements. These data elements must be entered in the order specified, use the specific alpha numeric code shown below, and be separated by a slash (/):
  (a) Reason for screening:
    1) Semi-annual (SA)
    2) Accession (AS)
    3) Advancement (AV)
    4) CO/OIC Directed (CO)
    5) Expiration of Abeyance (EA)
    6) PCS Transfer (PC)
    7) Probation (PR)
    8) Reserve Orders to Active Duty (RO)
    9) TDY/TAD Orders (TD)
    10) Training ‘A’ School (TA)
    11) Training Other (TR)
    12) Other (OT)
  (b) Compliance with MAW: Y (Yes) or N (No)
  (c) Compliance with Max Body Fat: Y, N, or NA (not taken)
  (d) Abdominal Circumference (AC) in inches. If AC measurement was not taken, enter 0.0
  (e) Compliance with AC measurement: Y, N, or NA (not taken)
  (f) Abeyance Status: Y, N, NA (not taken), or P (pending)
  (g) Medically Cleared for PT: Y, N, NA (not needed), P (pending)
  (h) PT Results: Y, N, NA (not needed), P (pending), or D (declined)
  (i) Overall Compliance: Y, N, or P (pending)
  (j) Probation: Y, N, NA
|

Remarks: SA/N/N/35/Y/NA/NA/NA/Y/N

230 characters remaining

Continued on next page
### Entering a Member’s Weigh-In Data, Continued

**Procedures, continued**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>In this example, the member exceeded their maximum allowable weight, therefore additional measurements were required.</td>
</tr>
</tbody>
</table>

Once all the fields have been updated as appropriate, click **OK**.

![Image of data entry form with details filled out]

Continued on next page
Entering a Member’s Weigh-In Data, Continued

Procedures, continued

**Step 16**

**Click Save.**

**Physical Characteristics**

<table>
<thead>
<tr>
<th>ID</th>
<th>Content Item ID</th>
<th>Eye Color</th>
<th>Hair Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYSCHAR</td>
<td>Physical Characteristics</td>
<td>Brown</td>
<td>Brown</td>
</tr>
</tbody>
</table>

**Weigh-In Information**

<table>
<thead>
<tr>
<th>ID</th>
<th>Content Item ID</th>
<th>View History</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEIGHTIN</td>
<td>Member Weigh-In Data</td>
<td></td>
</tr>
</tbody>
</table>

**Save**

**Return to Search**

*Continued on next page*
### Entering a Member's Weigh-In Data, Continued

**Procedures, continued**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>Once saved, a <strong>confirmation message</strong> will display. Click <strong>Return to Search</strong> to enter Weigh-In data for another member or click the Home button to return to the main page.</td>
</tr>
</tbody>
</table>

**Person Profile**

- **Empl ID**: 1234567
- **Profile Type**: PERSON
- **Profile Status**: Active
- **Description**: Bruce Banner

**Physical Characteristics**

<table>
<thead>
<tr>
<th>ID</th>
<th>Content Item ID</th>
<th>Eye Color</th>
<th>Hair Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYSCHAR</td>
<td>Physical Characteristics</td>
<td>Brown</td>
<td>Brown</td>
</tr>
</tbody>
</table>

**Weigh-In Information**

<table>
<thead>
<tr>
<th>ID</th>
<th>Content Item ID</th>
<th>View History</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEIGHIN</td>
<td>Member Weigh-In Data</td>
<td></td>
</tr>
</tbody>
</table>

**Add New Physical Characteristics**

**Return to Search**
Record of Body Composition Screening

PRIVACY ACT STATEMENT

Pursuant to 5 U.S.C. §552a(e)(3), this Privacy Act Statement serves to inform you of why DHS is requesting the information on this form.

AUTHORITY: U.S. Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series); DoD Instruction 1308.3 (November 5, 2002)

PURPOSE: To determine if a United States Coast Guard (USCG) military members meets weight and body composition requirements.

ROUTINE USES: Authorized USCG officials will use this information to determine if a USCG military members meet weight and body composition requirements. Any external disclosures of information within this record will be made in accordance with DHS/USCG ROUTINE USES.

DISCLOSURE: The information collected on this form is part of the requirements of your military service in the U.S. Coast Guard.

DATE: ________________
☐ Semi Annual
☐ Other/ Reason for screening (i.e. probation/PCS): ______________________

EMPLID: ________________
NAME: ______________________
LAST FIRST

1. All members, initial weight screening, no footware

Height
Round to the nearest whole number ________________ inches

MAX Allowable weight per BMI table ________________ pounds

Weight
Round to the nearest whole number ________________ Pounds

2. Max Allowable Body Fat %

<table>
<thead>
<tr>
<th>AGE</th>
<th>MAXIMUM BODY FAT MEN</th>
<th>MAX body Fat WOMEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>LESS THAN 30</td>
<td>22%</td>
<td>32%</td>
</tr>
<tr>
<td>LESS THAN 40</td>
<td>24%</td>
<td>34%</td>
</tr>
<tr>
<td>40 and above</td>
<td>26%</td>
<td>36%</td>
</tr>
</tbody>
</table>

3. Circumference Value (CV)

NOTE: Three complete readings are required, must utilize tension tape. Compare the three totals. Is any difference greater than 1 inch? If yes, complete set 4 and see block 5.*** Additional Body Composition Screening sheet REQUIRED if conducting measurement with and without clothing for buttocks area ONLY.

<table>
<thead>
<tr>
<th>Waist</th>
<th>+Buttocks (females only, use 0 for males)</th>
<th>-Neck</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round down to nearest half-inch. Measure over the bellybutton for males, smallest point for females.</td>
<td>Round down to nearest half-inch. Measure the widest point when viewed from side.</td>
<td>Round up to nearest half-inch, measure below larynx</td>
</tr>
<tr>
<td>Over Clothing Y____ N____</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Set 1</th>
<th>Set 2</th>
<th>Set 3</th>
<th>Set 4 (if needed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>+</td>
<td>+</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

Enter Circumference Value (CV) as determined below ________________ inches

Enter Body fat from CIM 1020.8H enclosure (2) ________________ %

4. Abdominal Circumference (AC)

Note: Three complete readings are required, must utilize tension tape. Compare the three totals. Is any difference greater than 1 inch? If yes, complete set 4 and see block 5.

<table>
<thead>
<tr>
<th>MEN</th>
<th>MAX 39 INCHES</th>
<th>WOMEN</th>
<th>MAX 35.5 INCHES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Round down to nearest half-inch. Measure directly above the hip-bone (iliac crest)</td>
<td>Round down to nearest half-inch. Measure directly above the hip-bone (iliac crest)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Set 1</th>
<th>Set 2</th>
<th>Set 3</th>
<th>Set 4 (if needed)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total AC ________________ INCHES

5. AC/ CV Average (if needed)

Add the three closest totals from sets 1–4 together then divide by three to find an average. Round the average down to the nearest 0.5:

\[
\frac{(______ + ______ + ______)}{3} = ______ CV/AC to enter in block 2 or 4
\]

I agree that the above measurements are accurate and I am aware of the current Body Composition Standards.

Member (Print and Sign): ______________________
Taper (Print and Sign): ______________________
Observer (Print and Sign): ______________________
CMD Witness (Print and Sign): ______________________
DA Entry (Print and Sign): ______________________

[DA Entry: ________________]
[Print and Sign: ______________________]
[Print and Sign: ______________________]
[Print and Sign: ______________________]
[Print and Sign: ______________________]
Direct Access Data Entry Procedures for the Body Composition Pilot Program

Top Five Common default strings
Max Weight within MAW at Semiannual screening is:
SA/Y/NA/0.0/NA/NA/NA/NA/NA/YN
Above Max Weight and within AC and CV at Semiannual weigh-In is (AC inches measurement replace "##"):
SA/N/Y/##/Y/NA/NA/NA/NA/YN
Above Max Weight, within CV but did not meet AC at Semiannual weigh-In is (AC inches measurement replace "##"):
SA/N/Y/#/#/N/NA/NA/NA/YN
Above Max Weight, above CV but within AC at Semiannual weigh-In is (AC inches measurement replace "##"):
SA/N/N/##/Y/NA/NA/NA/YN
Pending Status - member did not pass weigh-in or neither taping methods (AC inches measurement replace "##"):
SA/N/N/#/#/N/P/P/P/NA

DATA STRING CHEAT SHEET:
The remarks section will contain the following data in order with each individual data element separated by a slash (/):

NOTE: Circle one option in each; a-j to determine the DA Data String.

a. Reason for screening:
   1.) Semiannual: (SA)
   2.) Accessions: (AS)
   3.) Advancement: (AV)
   4.) CO/OIC Directed: (CO)
   5.) Expiration of Abeyance: (EA)
   6.) PCS Transfer: (PC)
   7.) Probation: (PR)
   8.) Reserve Orders to AD: (RO)
   9.) TDY/TAD Orders: (TD)
   10.) Training "A" School: (TA)
   11.) Training Other: (TR)
   12.) Other: (OT)

b. Compliance with MAW: Y or N

c. Compliance with Max Body Fat: Y, N or NA (if not taken)

d. AC measurement: Number is inches; If AC measurement was not enter 0.0

e. Compliance with AC measurement: Y, N, or NA (if not taken)

f. Abeyance Status: Y, N, NA (if not taken), or P (Pending)

g. Medically Cleared to PT: Y, N, NA (if not needed), or P (Pending)

h. PT results: Y, N, NA (if not needed), or P (Pending)

i. Overall Compliance: Y, N, or P (Pending)

j. Probation: Y, N, or NA